FAMILY PLANNING PROGRAM MONITORING AND EVALUATION SYSTEM

FPPMES

USER'S MANUAL

Version 2.1
For Use with Lotus 123 Release 5.0 for Windows

Estimating Contraceptive Prevalence and Couple-Years of Protection from Supply Data



Dedication

This effort is dedicated to Dr. Samuel M. Wishik, the creator of the CYP (Couple-Year of Protection) concept.

The FPPMES and the collaboration involved in developing this tool would have delighted Dr. Wishik. His original work on the CYP has endured as a measure of family planning program achievement for more than thirty years and serves as a testimony to his innovation and creativity. The FPPMES draws heavily on his work.

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Introduction

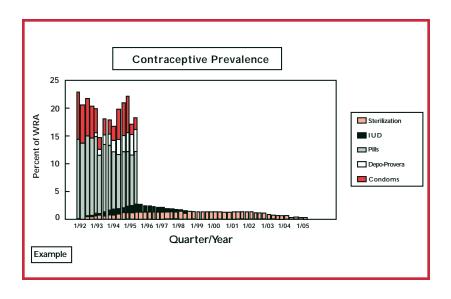
The Family Planning Program Monitoring and Evaluation System (FPPMES) is a customized spreadsheet designed to be used in Lotus 123 Release 5.0 for Windows (Lotus 123 5.0). The program converts quarterly contraceptive supply data into estimates of contraceptive prevalence rates (CPR) and couple-years of protection (CYP). The output consists of tables displaying each statistic by contraceptive method and by quarter and graphs that can be designed by the user.

Demographic and Health Surveys (DHS) and other surveys provide family planning program managers with powerful information for program evaluation and planning. However, they are conducted infrequently and are often time-consuming and costly. The FPPMES is simple and inexpensive to use, and it can be used by family planning clinics, regional programs, or national programs. In addition, the FPPMES can be used to simulate the effects of future changes in contraceptive methods used in the population to assist with planning efforts.

The FPPMES has proven to be a valid estimator of contraceptive prevalence. An earlier version of the FPPMES was applied in Zimbabwe using data from 1992 through 1995¹²³, and the results corresponded closely with levels and patterns of contraceptive use that were obtained in the 1988 and 1994 Zimbabwe DHS⁴⁵. Similar agreement with the DHS was found in an application of the FPPMES in Bulawayo, Zimbabwe⁶; Mombasa,

Kenya⁷; and Blantyre, Malawi⁸; in 1994 as part of the Sub-Saharan Africa Urban Family Planning Study⁹.

This second version of the FPPMES integrates new features and options of Lotus 123 5.0. The user-friendly format incorporates many automatic features and new options for the user. The program automatically calculates the population of women of reproductive age (WRA) to be used as the denominator for the CPR, CYP conversion factors can be easily changed to use empirically derived local factors. Quarterly data are entered directly on the spreadsheet, eliminating separate spreadsheets for data entry and data analysis. Graphs of CYP and CPR are prepared with a customized window allowing the user to select the statistic, the contraceptive methods, and the time period to graph. Below is a typical graph of contraceptive prevalence produced by the FPPMES. It shows the future effects of longer term methods, as well as the introduction and growth in use of injectable contraceptives.



The revised version of FPPMES has two forms. This manual is intended for use with Version 2.1, a more generalized application that can be used for any project, over any time period, at any level of administration.

Version 2.0, which is described in a separate manual, was designed specifically for use by the Family Planning Service Expansion and Technical Support (SEATS) Project (implemented by John Snow, Inc.). Version 2.0 is being incorporated into the JSI/SEATS ongoing management information system and should be used only by managers involved in SEATS to evaluate its projects.

Using the FPPMES 2.1

Version 2.1 of the FPPMES is simple to operate, especially for users who are familiar with the Windows environment and with Lotus 123 5.0. The four basic steps are:

- 1. Open the FPPMES.
- 2. Enter basic information about the project and population.
- Enter the family planning commodity distribution statistics.
- 4. Generate graphs.

These steps are described in detail in the following four sections. The steps are described as simply as possible, but the user is assumed to be fairly familiar with file manipulation, with Windows, and with Lotus 123.

Step 1. Opening the FPPMES

The enclosed diskette contains the file "FPPMES21.WK4". (The extension "WK4" is the standard extension for Lotus 123 5.0 for Windows spreadsheet files.) The first step is to transfer this file from the diskette to the hard drive (which is usually the C: drive) or a network drive if applicable.

The customary working directory for Lotus 123 is "C:\123R5W" and will be considered the applicable directory for these instructions. You may wish to create a new directory under this one, called "C:\123R5W\

FPPMES", which will contain all your FPPMES work. Then transfer the file from the diskette to this directory. (This can be accomplished in DOS, in the Windows file manager, or in WordPerfect. For more information, the user is referred to the file management sections of the manuals for these programs.) Once this is done, then the diskette should be removed from the computer and stored in a safe place. It will serve as your final backup should anything happen to the FPPMES files on your hard drive.

Next, open Lotus 123 5.0 by double-clicking on the icon in the Windows Program Manager. Once in Lotus, select "File>Open". Using the right hand side of the "Open File" dialog box, select the directory "C:\123R5W\FPPMES", and you should see the "FPPMES21.WK4" file appear on the left hand side of the box. Highlight the file and click once on the "OK" button (or double click on the file) to open it.

IMPORTANT! Before proceeding to the next steps, save the file with a new name (using "File>Save As"). Some usual names for a first run are "TEST.WK4" or "TEMP.WK4", but you may also want to name the file after the project of interest, such as "ZNFPC.WK4", or the user, as in "DAVID.WK4", or the time span of the data, such as "1995.WK4". **This renaming is important because it saves the original FPPMES files for future use**; this should be the first step every time the original FPPMES file is opened.

The FPPMES 2.1 has five worksheets, or "sheets"—that is, working with this spreadsheet is like working with five sheets of paper lying on top of each other. Each sheet has its own name, as listed on the index tabs across the top of the spreadsheet. The names are "Basic info," "Worksheet," "Graphs," "Calculations," and "Graphing Macros." Clicking on any one of these tabs is like putting that sheet of paper on the top of the rest so you can work

with it.

The functions of the different sheets are:

Basic info

This worksheet is a form for the user to fill in, requesting basic information about the family planning project, the population the project serves, and the method-specific conversion factors used to calculate couple-years of protection. The default conversion factors are those currently used by the SEATS Project, based on current USAID recommendations. (See pages 8 and 9 for changing time periods.)

Worksheet

The commodity distribution data are entered on this worksheet.

Graphs

Graphs of project data are displayed on this worksheet.

Calculations

This worksheet contains some background calculations on the time line of the project and population figures. The user never has to use this sheet.

Graphing Macros

This worksheet contains the macros that generate the graphs. The user never has to use this sheet.

Also note that the spreadsheet is "protected." That is, data can only be entered in or changes made to the cells that are designed for user input, but most cells cannot be altered. This is to guard against accidentally changing cells that contain formulas. If the computer has a color monitor, the cells that can be changed appear in blue, and the others appear in black. Attempts to change a protected cell will result in an error message from Lotus.

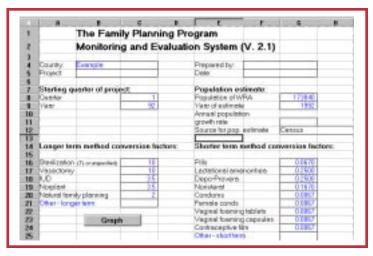
In the course of normal use of the FPPMES, there should not be any need to change a protected cell. If, however, some circumstance requires a change, the spreadsheet can be unprotected by going to "File>Protection." The box next to "Seal file" is checked. If you click the box, the file will be unprotected. Lotus will then ask for a password, which is "fppmes" (lowercase). At this point, anything in the spreadsheet can be changed.

It is crucial that when the changes are finished, the file is protected again by clicking the "Seal file" box under "File>Protect," and use the same password. Otherwise, the graphing and other macros will not work.

Step 2. Entering Basic Information about the Project and Population

Click once on the tab for the "Basic info" sheet. This sheet (shown below) requests basic information about the family planning project, the population the project serves, and the method-specific CYP conversion factors for the project.

The first two data entry lines are for the country name (cell B4), project name (cell B5), prepared by (user name)



(cell F4), and date (cell F5) of the latest update of this FPPMES file (not the date of the project). [Note: Text can flow into the adjacent cell to the right—there is no need to confine the text entry to the width of one cell.]

In the range titled "Starting quarter of project," enter the starting quarter, or the first quarter for which data exist. In the cell labeled "Quarter" (cell C8), enter 1,2,3, or 4, and in the cell marked "Year" (cell C9), enter the year, with or without the century (i.e., either 1990 or 90 is acceptable, as well as 2008 or 08).

In the cell titled "Population of WRA," enter the most recent population estimate of women of reproductive age for the catchment area covered by the project (cell G8). This information is required for the calculation of contraceptive prevalence. Enter the year for this population estimate in cell G9.

The annual population growth rate at the time of the population estimate is used by the FPPMES program to adjust the population's size over time. Enter the growth rate as a percent, as in 2.5% per year (cell G11). If there is no available information on the population growth rate, leave the cell blank, and the population will remain constant for all calculations. Enter the source of the population estimate, for example, national or regional census data, DHS, or your own calculations (cell G12).

The bottom section requires information on CYP conversion factors for each method (cells C16 to C21 and G16 to G25). For the purposes of the FPPMES, the "longer term" methods are those that have an effectiveness of more than one quarter per dose or commodity, and the "shorter term" methods last for one quarter or less. Thus, the CYP conversion factors for longer term methods must always be greater than .25, and those for shorter term methods must always be .25 or less.

[Note: Each method included must have a conversion factor associated with it. Otherwise, the FPPMES cannot calculate CYPs generated or contraceptive prevalence.]

The default conversion factors listed are the values currently being used by the SEATS Project. Because these conversion factors can change in different contexts, the values may be changed by the user as necessary.

Additional longer and shorter term methods can be added to this list by simply typing over the text "Other longer term" (cell A21) or "Other - shorter term" (cell E25) with the name of the new method. Then enter the CYP conversion factor. Remember that for the purposes of the FPPMES, a "longer term method" is any method that provides protection for more than three months per dose or commodity.

Under the list of longer term methods, you will see a button marked "Graph" (over cells B23-C24). This is for use after the commodity data are entered in Step 3 below. See Step 4 for more information about graphing.

Step 3. Entering the Service Provision Statistics

To enter the service provision statistics, move to the second sheet by clicking once on the tab marked "Worksheet." As the figure on the next page shows, the top of this sheet contains a large field for the data, labeled "Commodities dispensed" (cells B6 to CC21). Quarters are listed along the top and to the right, beginning with the starting quarter defined in the first sheet. All 16 methods are listed in the column on the left.

Enter the number of services the project provided, by method and by quarter. "Services provided" is defined as:

В	A	В	C	D	E
3	Commodities dispensed	Quarter:			
4	·	1/92	2/92	3/92	4/92
5					
6	Sterilization	140	140	178	178
7	Vasectomy				
8	IUD	140	144	152	150
9	Norplant				
10	Natural family planning				
11	Other - longer term				
12	Pills	92969	87084	94115	89699
13	Lactational amenorrhea				
14	Depo-Provera	41	39	33	119
15	Noristerat				
16	Condoms	540815	444418	433028	372555
17	Female conds				
18	Vaginal foaming tablets				
19	Vaginal foaming capsules				
20	Contraceptive film				
21	Other - short term				
22					

Sterilization

Number of <u>procedures performed</u>. Note that the term "sterilization" usually refers to tubal ligation rather than vasectomy, but it is often undefined. If your data specifically include tubal ligations, *or* if your data are unspecified as to tubal ligations or vasectomies, enter the number of procedures performed in this cell.

Vasectomy

Number of <u>procedures performed</u>. Use this cell only if your data specifically define the procedures as vasectomies. Otherwise enter them as sterilizations, above.

IUD

Number of **IUDs** inserted.

Norplant

Number of <u>units implanted</u> or number of women receiving implants.

Natural Family Planning

Number of clients accepting this method.

Pills

Number of monthly cycles dispensed to clients.

LAM

Number of clients accepting this method.

Depo-Provera

Number of injections administered to clients.

Noristerat

Number of <u>commodities dispensed</u> to clients.

Condoms

Number of <u>commodities dispensed</u> to clients.

Female Condoms

Number of commodities dispensed to clients.

Vaginal Foaming Tablets

Number of commodities dispensed to clients.

Vaginal Foaming Capsules

Number of commodities dispensed to clients.

Contraceptive Film

Number of commodities dispensed to clients.

WARNING!! When entering service data, do not use the command "Edit>Cut" (or the shortcut, "Ctrl-X") to move data or correct mistakes. Using this command, with the paste command, will irreparably alter other formulas in the spreadsheet. Instead, use "Edit>Copy" and "Edit>Paste," or if you simply want to delete some data, use "Edit>Clear" or the "Delete" button. If you do use "Edit>Cut" by mistake, you will have to open a new, blank FPPMES file, into which you can "Copy" and "Paste" the data you had already entered. (See the Lotus 123 manual for more information on cutting and pasting.)

IMPORTANT! If there is a need to change the starting quarter of the spreadsheet, these commodity data will have to be rearranged manually. For example, suppose the project started in 1/92 and ended in 4/95, resulting in 16 columns of data. After these data are entered, some data on longer term methods from 1991 turn up, so you would like the starting quarter of the spreadsheet to be 1/91 instead of 1/92.

There are three ways to make the change. The first is to change the starting year on the "Basic info" sheet, then select the 16 columns of data entered, copy them ("Edit>Copy"), and paste them ("Edit>Paste") four columns to the right, under the column now marked "1/92". (Remember: do not use "Edit>Cut".) Then, select the portion of the range that will house the new 1991 data (first four columns) and delete the old data using "Edit>Clear" or the "Delete" button. The second option is to open a new FPPMES spreadsheet, enter the new starting date, and "Copy" and "Paste" the data from the old file to the proper place in the new file. The third option is simply to open a new FPPMES spreadsheet and re-enter the data. This third option is only recommended if not much data had been entered into the original file.

The rest of the worksheet will automatically estimate the CYPs generated, the number of users, and the contraceptive prevalence. As you scroll down in the sheet, four more ranges are displayed:

CYP achievement - by quarter (cells B27 to CC44)

This range of cells displays the number of CYPs generated in a given quarter. This is calculated using the conversion factors on the first sheet with the commodities data from the range above.

CYP achievement - cumulative (cells B50 to CC67)

This range of cells sums the CYPs generated each quarter, for the total CYPs generated since the start of the project, as shown by the table on the following page.

R	Α	R	C:	D	F
47	CYP achievement	Quarter:	, ,		
48	(cumulative)	1/92	2/92	3/92	4/92
49					
50	Sterilization	1400	2800	4580	6340
51	Vasectomy	0	0	0	0
52	IUD	490	994	1526	2051
53	Norplant	0	0	0	0
54	Natural family planning	0	0	0	0
55	Other - longer term	0	0	0	0
56	Pills	6228.923	12063.55	18369.26	24379.09
57	Lactational amenorrhea	0	0	0	0
58	Depo-Provera	10.25	20	28.25	58
59	Noristerat	0	0	0	0
60	Condoms	3623.461	6601.061	9502.349	11998.47
61	Female conds	0	0	0	0
62	Vaginal foaming tablets	0	0	0	0
63	Vaginal foaming capsules	0	0	0	0
64	Contraceptive film	0	0	0	0
65	Other - short term	0	0	0	0
66					
67	Total CYP achievement (cum)	11752.63	22478.61	34005.85	44826.56
68					

Estimated number of users (cells B73 to CC90)

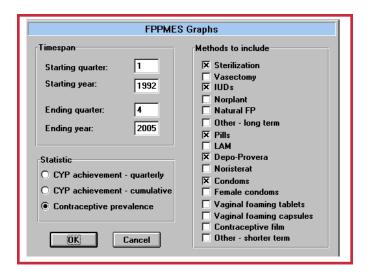
This range estimates the number of clients served by the project by method, for each quarter. For shorter term methods, this is calculated by estimating the number of clients that could be served by the commodities dispensed, given the conversion factor. For longer term methods, this is calculated by adding any new users for each quarter and subtracting those users whose methods would be expiring each quarter. [Note: this field estimates the number of *users*, not the number of *client visits*, so it can be used as the numerator for the contraceptive prevalence rate.]

Estimated contraceptive prevalence rate (cells B96 to CC113)

This field gives the contraceptive prevalence generated by each method, per quarter. The numerator is the estimated number of users (see preceding paragraph), and the denominator is the estimated population of WRA for that quarter, given the WRA population estimate (cell G8) and growth rate (cell G11) entered in the "Basic info" sheet. [Note: The cells in this range will show "ERR" when nothing is entered for the denominator, "Population of WRA".]

Step 4. Generating Graphs

Now that the data are in place, graphs of any statistic for any time period can be generated. Return to the first data entry sheet by clicking once on the tab marked "Basic info," and scroll down until the "Graph" button comes into view. Click once on this button, and a graphing menu will appear, as shown below.



This menu has three parts:

First

Enter the starting and ending quarter to be graphed. If a starting quarter is entered that is after the ending quarter, an error message will be displayed and the menu will close.

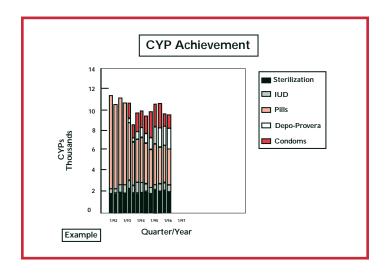
Second

Click the statistic to be graphed: CYPs by quarter, cumulative CYPs, or contraceptive prevalence.

Third

Select the methods to be included in the graph. If no methods are selected, an error message will be displayed and the menu will close.

When these graphing parameters are set, click "OK" once. The FPPMES then generates a graph, which usually takes a few minutes, depending on the type of computer being used. Below is a typical graph of CYP achievement.

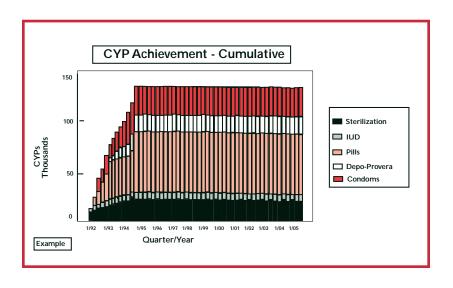


The graph on the next page shows the corresponding CYP cumulative achievement.

To change any part of the graph, return to "Basic info" and click the "Graph" button again. The previous settings will be displayed and can be changed as appropriate. (Note that the graph cannot be changed directly, since the file is protected. See the section on "Opening the FPPMES" (beginning on page 5) for more information on file protection.)

To view the exact numbers used to produce the graph, simply return to the relevant worksheet and look up the statistic of interest. Any part of this worksheet can be printed to accompany the graph. (See the Lotus 123 5.0 manual for information on printing graphs and selected ranges.)

IMPORTANT! When interpreting the graphs, note that the order of the methods in the legend is the *reverse* of the order of methods in the graph. That is, the method listed first in the legend is the method graphed closest to the X axis. The method listed *below* the first method in the legend is graphed *above* the first method in the graph, and so on. This relationship is fairly clear if the computer has a color monitor, but if printed in black and white, remember to keep this inversion in mind.



Methodology

This section includes information on how all the statistics are calculated by the FPPMES. The methodology is exactly the same for versions 2.0 and 2.1.

Population of WRA

The user enters an estimate of the population of women of reproductive age for a given year and the growth rate in effect for that year. The WRA population is computed for each successive year using the following formula:

$$P_{(YEAR 1)} = P_{(YEAR 0)} x (1 + r)$$

This formula is also used in reverse to estimate the population prior to the point estimate.

One obvious drawback of this method is that the population growth rate in a community is likely to change over time. However, this provides a rough estimate based on the available information.

Couple-Years of Protection

The conversion factors are based on the percent of one year that each counted unit of a commodity (or procedure) protects the client against pregnancy. That is, an injection of Depo-Provera covers a client for .25 of a year, since

four injections are needed to cover a full year. Fifteen cycles of pills are needed to cover a full year, so 1/15, or .067 of a year is covered by one cycle of pills.

The number of CYPs is calculated by a straight multiplication of the commodities dispensed to users by the conversion factor. That is, if 1000 cycles of pills were dispensed in a quarter, then 67 CYPs were generated (1000×0.067).

First, the FPPMES calculates the number of CYPs generated in each quarter (field B27 to CC24). Then, the FPPMES calculates the cumulative CYPs, which are simply the sum of all previous CYPs and the CYPs generated in a given quarter. This field (B50 to CC67) sums the CYPs to the right.

Number of Users

The number of users of longer term and shorter term methods is calculated in different ways. For the longer term methods, the number of users in the first quarter is simply the number of commodities dispensed or procedures performed. If ten IUDs are inserted in the first quarter, then there are ten IUD users in that quarter. If another five are inserted in the second quarter, then there are fifteen IUD users, since those from the first quarter are still prevalent.

In this way, new users of longer term methods are simply summed from left to right, until the first of the users begin to expire. Since an IUD lasts 3.5 years, in the fifteenth quarter, the first ten users will no longer be counted. In the fifteenth quarter, then, the first users are subtracted from the total sum. This is achieved through a series of Lotus @IF statements that check the length of a method's effectiveness and subtract the proper number of expiring users from each column.

The method counts the number of users prevalent at the *end* of a quarter. That is, if an IUD lasts 3.6 years instead of 3.5 in the above example, the same number of users would be expiring in the fifteenth quarter, since by the *end* of the quarter, their IUDs would no longer be considered effective. This essentially collapses all the longer term conversion factors to the closest, smaller multiple of .25. That is, a conversion factor of 8.8 is effectively 8.75, a conversion factor of 3.49 is effectively 3.25.

Because none of the shorter term methods is in effect longer than one quarter, they do not have to be summed across columns. The number of users is calculated by dividing the number of cycles dispensed by the number of cycles necessary to cover one client for one quarter. The box below explains how the number of users of shorter term methods is derived.

How the FPPMES Calculates the Number of Users of Shorter Term Methods

Commodities necessary to cover one year = 1 / conversion factor

Commodities necessary to cover one quarter = Commodities necessary to cover one year / 4

Users covered this quarter = Commodities dispensed / Commodities necessary to cover one quarter

In other words, the users covered this guarter is:

Commodities dispensed / [(1/conversion factor)/4] which is the formula that is used in the spreadsheet. Note that this is equivalent to:

Commodities dispensed x conversion factor x 4 which is equivalent to:

CYPs generated this quarter x 4.

For this reason, the number of users is sometimes also called the "prevalent CYPs."

The formula for number of users also contains an @IF statement to avoid error statements if there is no conversion factor listed for a method.

Contraceptive Prevalence

The calculation for contraceptive prevalence is as follows:

(Number of users / Population of WRA) x 100

Endnotes

- Gorosh, M., Ojermark, M., Halpert, P., Dlodlo, B.

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 Evaluation System (FPPMES) to the National Family
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- 6 Ibid.
- Kenya National Council for Population and

- Development. "Kenya Demographic and Health Survey, 1993." Ministry of Home Affairs and National Heritage, Central Bureau of Statistics, Office of the Vice-President and Ministry of Planning and National Development, and Macro International, Inc., Calverton, MD. September 1993.
- Malawi National Statistical Office. "Malawi Demographic and Health Survey, 1992." National Statistical Office, Zomba, Malawi, and Macro International, Inc., Calverton, MD. January 1994.
- Gorosh, M., et al. "Overview of Studies in Blantyre, Malawi; Bulawayo, Zimbabwe; Mombasa, Kenya." The Centre for African Family Studies, Nairobi, Kenya; John Snow, Inc., SEATS Project, Washington DC; and Center for Population and Family Health, Columbia University, NYC. March 1995.

Register your Software

By registering your FPPMES software, you provide information that will allow us to contact you—to offer new versions of this software or other related software, to let you know about revisions or problem-solving tips, etc.

Please fill in this form and mail it to:

FPPMES User's Manual SEATS Project John Snow, Inc. 1616 N. Fort Myer Drive, 11th Floor Arlington, VA 22209 USA

Or you can answer each of the questions on the form and include them in an e-mail message to:

seats_project@jsi.com

1.	Name Title
	Agency
	Address
	City
	State/Province
	Zip/Postal Code
	Country
	Phone
	Fax
	E-mail
2.	What type of agency is this? (Check all that apply) governmental agency non-governmental agency university or research agency hospital/clinic regional health or family planning program national health or family planning program other (please specify)

 4. How will/do you use this software? (Check all that apply) to estimate contraceptive prevalence rates to estimate couple-years of protection to simulate the effects of future changes in method distribution patterns to plan future program requirements to teach students other (please specify) 5. Comments (please give us feedback on the FPPMES and related issues) 	to estimate contraceptive prevalence rates to estimate couple-years of protection to simulate the effects of future changes in method distribution patterns to plan future program requirements to teach students other (please specify) 5. Comments (please give us feedback on the FPPMES and related	3.	What is your primary focus? population/family planning reproductive health community development other (please specify)
		4.	 □ to estimate contraceptive prevalence rates □ to estimate couple-years of protection □ to simulate the effects of future changes in method distribution patterns □ to plan future program requirements □ to teach students
		5.	

JSI, Inc.

John Snow, Inc. (JSI), a public health management consulting firm, applies innovative, technically sound solutions to the challenges facing health care organizations and policymakers. JSI's multidisciplinary, international staff of over 400 specialists manage long-term multinational and country-specific programs, including the SEATS and FPLM Projects. In these efforts, JSI works in partnership with local groups—from community-based agencies to government ministries.

SEATS Project

The Family Planning Service Expansion and Technical Support (SEATS) Project works to expand the development of, access to, and use of quality family planning and reproductive health services in currently underserved populations. JSI's partners in this effort are the American College of Nurse-Midwives (ACNM), AVSC International, Initiatives, Inc., Planned Parenthood Federation of America (PPFA), Program for Appropriate Technology in Health (PATH), and World Education.

FPLM Project

The Family Planning Logistics Management (FPLM) Project provides technical assistance to family planning and AIDS control logistics systems so that programs may assure reliable supplies of high quality contraceptives to meet their growing demands. JSI's partners for the FPLM Project are The Futures Group, International Science and Technology Institute (ISTI), and Program for Appropriate Technology in Health (PATH).